



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: All PERSONS INTERESTED		
2	Job Classification ADMINISTRATIVE ASSISTANT		
3	Posting Number PN# 106589		
4	Department MAYOR'S OFFICE		
5	Division OPERATIONS		
6			
7	Reporting Location		
8	Workdays & Hours *M-F, 8a.m. – 5 p.m. <div>*Subject to change</div>		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Reports to the Mayor's Deputy Chief of staff for operations. This position's main focus is to compile, organize and analyze data on various city departments for inclusion in the Mayor's monthly operational readiness report. Candidate will also assist in addressing day-to-day constituent issues and provide support on various departmental projects. This includes correspondence, scheduling meetings, and writing reports. Researches, analyzes, and prepare reports for special projects. Must be a team player and maintain a high degree of confidentiality.		
10	<u>WORKING CONDITIONS</u> <i>This position is physically comfortable and the individual has discretion about walking, standing, ect.</i>		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> <i>Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.</i>		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One (1) year of administrative experience is required. Professional administrative experience may be substituted for The above education requirement on a year-to-year		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> NONE		
14	<u>PREFERENCES</u> Prefer excellent verbal and written communication skills. Advanced Excel, Microsoft Office, adobe acrobat and Power Point experience		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.		
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 17 \$1,346.00-\$1615.00 Biweekly \$35,000-\$42,000 Annually</div>		
18	<u>OPENING DATE</u> August 24, 2005		
19	<u>CLOSING DATE</u> Open Until Filled		
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div>		